



## **CAREER OPPORTUNITY**

### **U.S. DEPARTMENT OF TRANSPORTATION RESEARCH AND SPECIAL PROGRAMS ADMINISTRATION**

**ANNOUNCEMENT NUMBER:** RSPA-03-43 (bm)

**POSITION TITLE:** Program Analyst

**SERIES/GRADE:** GS-0343-14

**SALARY RANGE:** \$81,602 – \$106,086

**PROMOTION POTENTIAL:** None

**POSITION LOCATION:** Research and Special Programs Administration  
Office of Pipeline Safety  
Washington, DC

**AREA OF CONSIDERATION:** Open to All U.S. Citizens

Applications will also be accepted from persons who qualify under non-competitive hiring authorities, such as (but not limited to) 30% or more compensable veterans and persons with disabilities. Veterans eligible for consideration under the Veterans Employment Opportunities Act may also apply.

**OPENING DATE:** 9/09/03

**CLOSING DATE:** 10/08/03

**NUMBER AND TYPE OF POSITIONS:** 1 Full-time Permanent

***DOT is an Equal Opportunity Employer***

*All qualified applicants will be considered regardless of political affiliation, race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or other non-merit factors. DOT provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. Decisions on granting reasonable accommodation will be made on a case-by-case basis.*

**Why Work For Us?**

Transportation impacts every facet of American life, providing people access to work, school, loved ones, and nature's rich bounty. It is also a major component of national security. The U.S. Department of Transportation is committed to transportation excellence and strives to create the best possible safe, efficient, and integrated air, land, and sea transportation system for America. As a DOT employee, you will become part of a team who work day-to-day to make measurable improvements in our transportation system, the security of our nation, and the quality of American life.

The Research and Special Programs Administration (RSPA) is one of nine major agencies of the United States Department of Transportation (DOT). The Research and Special Programs Administration (RSPA) provides vital services to America's dynamic multi modal transportation system. Its safety and research programs strengthen the nation's industrial competitiveness, especially in a global economy where intermodal transportation is essential. RSPA is responsible for ensuring the safe transportation of hazardous materials including pipelines. RSPA is also responsible for transportation emergency preparedness, safety training and fostering cross-cutting research and development for multimodal transportation.

**What Employee Benefits Do We Provide?**

The Federal Government offers excellent benefits. You will receive paid annual leave and sick leave. Depending on whether the position you are applying for is permanent or time limited, you will be eligible for retirement, health insurance, life insurance and Long Term Care insurance. A brief summary of the Federal benefits for permanent employees can be found at [www.usajobs.opm.gov/EI61.htm](http://www.usajobs.opm.gov/EI61.htm).

**Summary Of The Essential Job Functions**

- Develops program direction and aligns the Office of Pipeline Safety's budget structure and associated components, programs and policies.
- Develops budget strategy and direction based on an understanding of issues in managing pipeline safety, needs for program development, and support for, and opposition, to new initiatives.
- Develops understanding of priorities based on results of external analyses of progress of the industry, states and local organizations towards Office of Pipeline Safety program goals.

- Develops elements of strategic plan including goals and performance measures and harmonizes them with agency and Departmental strategic plans.
- Develops and maintains knowledge of program and/or policy issues that affect, or may affect the Office of Pipeline Safety budget.
- Assists in the development of a proactive outreach strategy to address safety problems.

**What Are The Minimum Qualifications For This Position?**

- You must have at least **one year** of specialized experience in or directly related to the essential job functions described above. For Federal employees this experience must have been at the next lower grade level. If you want us to consider experience you obtained outside the Federal Government, it must have been at that same level of complexity.

**Other Special Job Requirements**

- *Relocation expenses will not be paid.*

**How Will The Qualified Applicants Be Further Evaluated And Rated To Identify The Best Qualified?**

If you are basically qualified for this job, you will be further evaluated on the quality and extent of your total accomplishments, experience and education related to the knowledge, skills and abilities listed below. We may also consider your performance appraisal, awards, and relevant training. Your ranking will measure the degree to which your background matches the demands of this position.

**What Are The Mandatory and/or Desired Knowledge, Skills And Abilities For This Job?**

1. (Mandatory) **Skill in oral and written communications to develop and defend program budget planning, performance proposals, and position papers.**
2. (Desirable) **Knowledge of program budget development procedures and practices sufficient to conduct long-range budget program planning and develop program performance outcome and measures.**
3. (Desirable) **Ability to establish and maintain effective working relationships with stakeholders inside and outside the organization to obtain information critical to organizational program planning and performance.**
4. (Desirable) **Ability to monitor and analyze economic, business, and technology trends relevant to the pipeline industry for use in the development of budget and program plans.**

**Before You Go Any Further, Here Are Some Other Things You Need to Know**

- United States citizenship is required.
- If you are a male between the ages of 18 and 26 or were born after December 31, 1959, certification is required at the time you are employed that you have registered with the Selective Service for the draft, unless Selective Service has approved a waiver for you.
- Federal applicants must meet time-in-grade requirements by the closing date.
- The "**Area of Consideration**" section shown on the first page indicates who may apply for this position. For example, if the area is "**Open to all US Citizens**", then anyone who is a US Citizen may apply. If the area is, "**Open to All Federal Government Status Employees**", you may apply if you have Civil Service Status or if you can be reinstated. If you can be appointed under a special appointment authority, please let us know on your application the special appointing authority for which you can be considered.
- Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service are eligible to apply if the area of consideration is beyond the Department of Transportation.
- You must meet all of the qualifications requirements for this position by the closing date.
- If you are among the best qualified candidates for this position, you will be subject to a determination of your suitability for Federal employment.
- Before being hired you will be required to sign and verify the accuracy of the information in your application if you have not done so using an application form such as the OF 612.

**How To Apply For This Position**

- 1) You may submit your current SF-171 (Application for Federal Employment), Résumé, or an OF-612 (Optional Application for Federal Employment). You may choose which form to submit provided it contains all required information. Required information is listed in the section labeled "Here's What Your Application Must Contain." This information is especially important when using a resume. **Please be sure to indicate what grade level(s) you are applying for and the vacancy announcement number.**
- 2) For maximum consideration, tell us how you meet the "Knowledge, Skills and Abilities (KSAs)" for this position. The KSAs for this position are located on Page 3. It is **highly recommended** that for each KSA, provide separate (on a sheet of paper) supplemental narratives describing your experience, training, education (this includes awards and training) that are **RELEVANT** to each KSA. Supplemental narratives should be typed and include your name, social security number, and the announcement number at the top of each page. Limit your narrative to no more than one (1) page for each KSA.
- 3) **For Federal applicants, a complete performance appraisal is required.** It must be current – meaning it was issued to you within the past year – and it must be official –

meaning it appraises your performance over a normal rating cycle in your present job and signed by your supervisor. If you are unable to submit your current performance appraisal, please tell us why. You must also submit a copy of your latest SF-50 "Notification of Personnel Action." If you are applying as a former Federal employee (reinstatement eligible), the SF-50 must accompany your application. Failure to submit required documents may result in your not receiving consideration due to an incomplete application.

- 4) To be considered for selection priority under the *Career Transition Assistance Program (CTAP)* or the *Interagency Career Transition Assistance Program (ICTAP)* you must submit appropriate certification that you are eligible. You must also meet the job's minimum qualifications and rate at least Highly Qualified on the crediting plan for each knowledge, skill and ability requirement.
- 5) If the vacancy announcement's area of consideration is "**Open to All U.S. Citizens**" and you are a current career or career-conditional Federal employee or former Federal employee who has reinstatement eligibility and wish to be considered under both *Merit promotion* and *Competitive staffing procedures*, please submit **two complete applications and indicate that you wish consideration under both processes. (If one application is received, you will be considered under the Merit Promotion procedures only).** Veterans preference does not apply under Merit Promotion procedures. Status applicants must have served one year at the next lower grade level.

***Here's What Your Application Must Contain***

**JOB INFORMATION**

- Announcement number and title of the position

**PERSONAL INFORMATION**

- Full name
- Mailing address (with Zip Code)
- Social Security Number
- Country of citizenship (Most Federal jobs require United States citizenship)
- Veterans' preference  
(**Proof Required – attach DD 214**)
- Federal employees & Reinstatement eligibles (**Attach SF-50**)
- Highest Federal civilian grade held

**EDUCATION**

- High School name, city, state, and date of diploma or GED
- College/University names, city, and state
- Major(s)
- Type and year of degree(s) received

**WORK EXPERIENCE**

(paid and unpaid)

- Job Title
- Duties and accomplishments
- Employer's name and address (indicate if we may contact your current supervisor)
- Supervisor's name and telephone number
- Starting and ending dates (month and year)
- Hours per week
- Salary and/or Grade (GS-or equivalent)

**OTHER QUALIFICATIONS**

- Job-related training courses (title and year)
- Job-related skills (e.g., foreign languages, computer software/hardware, etc.)
- Job-related certificates and licenses (current only)
- Job-related honors, awards, and special accomplishments (e.g., memberships in professional or honor societies, leadership activities, public speaking, performance awards and publications) (give dates)

**Privacy Act Requirements:** The forms referenced in this announcement are used to determine applicants' qualifications for the position and are authorized under 5 U.S.C. 3302 and 3361.

***Where To Send Your Application***

U.S. Department of Transportation  
Research and Special Programs Administration  
Office of Human Resources Management, DMA-40  
400 Seventh Street SW, Room 7424  
Washington, DC 20590  
ATTN: (Reference the announcement number)

- **ALL** applications must be in our office by **5:00 p.m. Eastern Standard Time on the announcement closing date.**
- Applications mailed in a Government envelope will not be accepted.

***Questions?***

Call **(202) 366-5608** or TDD **(202) 366-7630**. Please reference the announcement number so we can help you more efficiently.

**ALTERNATIVE FORMATS:** Should you need a copy of this announcement in an alternative format to accommodate a disability, please contact one of the above numbers.

**REASONABLE ACCOMODATION:** If you are requesting reasonable accommodation in connection with applying for this vacancy, please call (202) 366-5608.